

**Subject:** [FWD: RE: Fwd: Lit Crawl L.A. 2016/NoHo BID]  
**From:** <aaron@urbanplaceconsulting.com>  
**Date:** 09/22/2016 04:08 PM  
**To:** Brian.Lammert@securitasinc.com

To keep you in the Lit Crawl loop.  
Sally was good with all my responses.

Aaron Aulenta  
Urban Place Consulting Group  
[aaron@urbanplaceconsulting.com](mailto:aaron@urbanplaceconsulting.com)

----- Original Message -----

Subject: RE: Fwd: Lit Crawl L.A. 2016/NoHo BID  
From: <[aaron@urbanplaceconsulting.com](mailto:aaron@urbanplaceconsulting.com)>  
Date: Thu, September 22, 2016 3:41 pm  
To: "Lit Crawl Info Los Angeles" <[infoLosangeles@litcrawl.org](mailto:infoLosangeles@litcrawl.org)>

Hi Sally,

See below for answers in red.

For NoHo Plaza, will you need electricity that night?

----- Original Message -----

Subject: Fwd: Lit Crawl L.A. 2016/NoHo BID  
From: Lit Crawl Info Los Angeles <[infoLosangeles@litcrawl.org](mailto:infoLosangeles@litcrawl.org)>  
Date: Thu, September 22, 2016 2:37 pm  
To: "[aaron@urbanplaceconsulting.com](mailto:aaron@urbanplaceconsulting.com)" <[aaron@urbanplaceconsulting.com](mailto:aaron@urbanplaceconsulting.com)>

Hi Aaron,

Here's the resend. Thanks!

Sally Shore  
Executive Director



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----- Forwarded message -----

From: **Lit Crawl Info Los Angeles** <[infoLosangeles@litcrawl.org](mailto:infoLosangeles@litcrawl.org)>

Date: Wed, Sep 21, 2016 at 10:29 PM  
Subject: Lit Crawl L.A. 2016/NoHo BID  
To: "[aaron@urbanplaceconsulting.com](mailto:aaron@urbanplaceconsulting.com)" <[aaron@urbanplaceconsulting.com](mailto:aaron@urbanplaceconsulting.com)>

Hi Aaron,

First good news - we got the Great Streets grant for this year's event. Thanks so much for all your help. Bet you're glad we have our own 501c3 and a MBA on our team to oversee the next phase!

I wanted to touch base about use of both the NoHo BID office and the NoHo Plaza for the event and in the weeks prior.

Since my Production and Volunteer Coordinators are new to the training leadership (Roz ran this in previous years, although this year's team was present) I'd like to meet with them and Brian on Monday Sept. 26 at the BID office at 8pm to go over training and safety/logistic concerns. Is this possible?

**Yes**

I had sent you the below dates previously, but wanted to confirm that we can use the BID office as follows:

- Thursday October 6 Lead Volunteer training with a safety team member present - 6:30 p.m., 1 hour training followed by route walk **Sounds good, but safety team member can't attend route walk.**
- Sunday October 16 Volunteer training with a safety team member present - 1 p.m., 1 hour training followed by route walk. We would also like to use this time to stuff our event swag bags so we'd be on site for an extended time, more on this request below. **Sounds good, but safety team member can't attend route walk and we won't have a senior level safety team member there until 1:30pm to be present.**
- Thursday October 19 Lead Volunteer training with a safety team member present - 6:30 p.m., 1 hour training followed by route walk. **Sounds good, but safety team member can't attend route walk.**
- Wednesday October 26 Event headquarters, equipment drop and Volunteer check in - I will have specific times once I know if its permissible to use the office for this purpose. Our grant is covering table/chair /mic/walkie rental so if we can have the gear delivered to the BID office, I can check with my Production/Volunteer Coordinators to see what time works for her and the vendors based on what time the office can be available. We are okay with Lit Crawl using the office again as the headquarters. **When using the office on Oct. 26th, we ask that someone from Lit Crawl be in the office at all times. Our safety team will be out in the field and we'd prefer to not give out a key.**

Finally, in prior years our swag bag materials were delivered to my house, but I have downsized to a much smaller 2nd fl. condo with little storage and no elevator. This year's promotional agreement with Metro requires us to distributed 1,000 bags at the opening and we plan to have 250 lit sway bags for the closing party. Would it be possible for us to have delivered/store our sponsor bag materials during the week of October 10-14 during your office hours, and then store the materials and later stuffed bags at the BID office? We will make sure everything is tucked out of the way. We can, of course, include NoHo district promotional materials in both bags. **Sure, but just not on**

**October 12th, we have meetings.**

Please let me know if the above is doable and thanks again for all your assistance!

Sally Shore  
Executive Director  
[323-253-8510](tel:323-253-8510)



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